



City of Sanford Shed / Gazebo Permit Application Checklist

All permit application packages must be complete prior to acceptance. You must check each box to the left or indicate n/a on this submittal. A complete application package shall include the following:

- ☐ Building Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- ☐ Copy of a contract, signed by the contractor and the property owner, indicating the documented construction value of the project.
- ☐ Copy of applicable contractor's license issued by the State of Florida (if contractor is applicant).
- ☐ A site specific notarized power of attorney shall be required from the licensed contractor if he/she appoints an employee of his/her company to sign the permit application as the contractor.
- ☐ Certificate of insurance indicating worker's compensation insurance coverage and naming the City of Sanford as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if contractor is the applicant).
- ☐ Completed and signed Owner Builder Statement / Affidavit (if owner is applicant).
- ☐ Two (2) site plans indicating proposed location and distances to property line(s).
- ☐ Shed or Gazebo 10' x 12' or less:
 - Completed and signed Statewide Product Approval Specification Form.
 - Two (2) copies of manufacturer's installation instructions.
 - (2) Two copies of a legible drawing showing all framing details, foundation details, and meet all applicable code requirements (if applicable)
 - Commonly accepted construction practices with appropriate tie downs or;
 - ANSI / AF & PA WFCM wood frame construction manual for one and two family dwellings.
 - WPPC Guide to wood construction in high wind areas.
 - Florida State Department of Community Affairs Approved Building.
- ☐ Shed or Gazebo greater than 10' x 12':
 - Two (2) sets signed and sealed engineered drawings. Wind design data required on drawings per FBC 1603.1.4 to meet 129 mph ultimate design wind speed for risk category I buildings.
 - Completed and signed Statewide Product Approval Specification Form.
 - Two (2) copies of manufacturer's installation instructions.
 - Florida State Department of Community Affairs Approved Building.

These guidelines were compiled to assist the applicant in preparing a Shed / Gazebo permit application and may not be complete. The applicant is required to meet all City of Sanford, state, and federal code requirements.